

MPES Family Handbook 2018 – 2019



Revised 8/21/2018

August, 2018

Dear Families,

This handbook should serve as a reference to the policies and procedures for Meadow Pond as we begin the 2018-2019 school year. In September, you will be receiving our district wide elementary Code of Conduct entitled “Be Your Best.” In a child friendly format, it states behavior expectations for our students and it supports the Katonah-Lewisboro School District Code of Conduct policy, which is posted on the website. As part of our character education program, our “Be Your Best” Code of Conduct also inspires many themes for our Town Meetings. We ask parents to carefully review these rules with their children so that they will know what is expected of them. There is a parent/student signature insert in that booklet and we ask that it be returned to your child’s teacher.

Communication is an important part of our collaboration to provide the very best education for our students and there is a great deal of information that is shared with families during the year. In a concerted effort to become more sustainable, respect our environment and contain costs, the school and the PTA will continue to limit hardcopy mailings as well as backpack mail. Our district’s website: www.klschools.org is an effective means of communication with the school community and contains important and timely information. If you prefer to go directly to the Meadow Pond website, it is mpes.klschools.org. From that website, you can easily access the Meadow Pond information as well as the PTA website. These websites are updated frequently and are valuable resources to parents. In addition, on the PTA website, you can sign up for email notices that will be sent through “Max Mail”.

The district phone system enables a parent to leave voice mail for teachers and staff. Should you have a concern and need to speak with your child’s teacher, our Assistant Principal or Principal, please feel free to leave a voice mail message and we will be happy to return your call. Please understand that our main office staff does not interrupt classroom instruction by forwarding messages to teachers directly. In addition, our Connect Ed System allows the administration to send time-sensitive messages or emergency notices to our families through phone and email contacts.

The Meadow Pond Learning and Growing Garden plays an important role in our school curriculum. The educational programs inspired by this garden support Health, Wellness and Sustainability and encourage our students, parents and teachers to be actively engaged in the school community. In the fall and again in the spring, we enjoy the fresh vegetables and herbs that we have planted and harvested. We also come together at a special Garden Party end of year celebration in May.

We are proud of Meadow Pond and its goal to meet the needs of our children through a collaborative partnership among faculty, staff and parents. Meadow Pond’s success is attributable to the involvement of many parents working cooperatively with our faculty and staff. These partnership projects include P.A.R.P., Compact, Field Day, to name just a few. Whether you have a little or a lot of time, work inside or outside the home, are a veteran or a newcomer to our school, your input is encouraged, valued and welcomed. Please come to a Principal’s Coffee and join the

informal conversation which precedes our PTA meetings. Join our PTA, and look for opportunities to volunteer for PTA committees and special activities. Our students directly benefit from your participation.

Throughout the year, our students, faculty, staff and parents participate in a variety of academic and social activities. We pride ourselves in our strong sense of community. As you visit Meadow Pond this fall, please visit our garden, notice the community inspired signage, peruse the grade level bulletin boards and feel the warm welcome as you walk down the hallways.

As we begin the 2018-2019 school year, I would encourage you to familiarize yourself with the words of our school song and "...sing it loud and clear, stand up tall and cheer" because we've got that Meadow Pond Spirit, which allows our school and community to work together with enthusiasm and cooperation. Meadow Pond is a very special place for our children to learn and grow as part of the "...winning team at Meadow Pond."

Carolann Castellano
Principal

Monica DiMatteo
PTA President

Dawn Pomeroy
Assistant Principal

Lori McQuade
and Teryn Kendall
SEPTO Co-Presidents

Katonah-Lewisboro School District Learning Commitment

*In the KLSD, we will strive to create learning experiences for all students that are **engaging, relevant, and take place in an active learning environment.***

- What do intellectually **engaging** experiences look like? How do we ensure that we are encouraging student curiosity, providing an individually appropriate level of challenge, moving towards increasing levels of independence and offering effective feedback?
- What are relevant learning experiences? How do we ensure that lessons have purpose beyond test results and make recognizable connections to the lives of our students?
- What is an active learning environment? How do we ensure that all students participate in collaborative, problem/project based activities that foster creativity, critical thinking, and increasingly sophisticated communication?

DISTRICT ADMINISTRATION

District Office Hours: 8:00 AM to 4:00 PM

Superintendent of Schools	Mr. Andrew Selesnick	763-7003
Assistant Superintendent for Instruction	Ms Mary Ford	763-7043
Assistant Superintendent for Human Resources	Ms Alice Cronin	763-7045
Assistant Superintendent for Business	Mr. Michael Jumper	763-7043
Supervisor of Transportation	Ms Nora Mavrommatis	763-7232
Interim Director of Special Services	Mr. David Feller	763-7024
Director of Technology	Mr. Christopher Nelson	763-7080

PRINCIPALS / ASSISTANT PRINCIPALS

John Jay High School Assistant Principals	Steven Siciliano Kim Piccolino, Vincent Bell, Samir Biswas	763-7212 763-7207/7209/7267
John Jay Middle School Assistant Principals	Jeffrey Swiatowicz Monica Bermiss, Shantel Brooks	763-7502 763-7536/7526
Increase Miller Elementary Assistant Principal	Kerry Ford Andy Galotti	763-7155 763-7170
Katonah Elementary Assistant Principal	Cristy Harris Kweon Stambaugh	763-7702 763-7705
Meadow Pond Elementary Assistant Principal	Carolann Castellano Dawn Pomeroy	763-7902 763-7914

BOARD OF EDUCATION

The Board of Education generally meets on the first Thursday of each month at 7:30 PM in the John Jay High School Library. Study sessions of the Board are usually held on the fourth Thursday. Specific meeting dates can be found in the district calendar and on the district web site. The public is welcome to attend these meetings and to participate during open forum. The agenda and minutes for the meeting are also available on the web site at www.klschools.org.

President	Marjorie Schiff	763-3068
Vice-President	Scott Posner	533-5336
Trustee	Jeff Holbrook	533-7186
Trustee	William Rifkin	763-5689
Trustee	Richard Stone	763-6130
Trustee	Terrence Cheng	533-7330
Trustee	Julia Hadlock	763-3766
H.S. Student Representative	TBD	

VOTING ON SCHOOL DISTRICT MATTERS

The annual vote on the school budget, school elections, and other propositions is held early in May. For residents living in the Meadow Pond community, voting takes place at Meadow Pond Elementary School. To qualify for voting, a person must be at least eighteen years of age, a citizen of the United States, and a resident of the school district for thirty days prior to the vote. You are eligible to vote in school elections if you are registered or have voted in a district or in a general election once within a two-year period. If you are not registered, you may do so at the school office on any regular school day between the hours of 8:00AM and 4:00 PM.

ATTENDANCE

Hours	Arrive	Depart
Grades K through 5	9:15 AM	Dismissal procedures begins at 3:33 PM

**** Please note when driving your child to school, they should arrive at 9:10 AM to prepare for the day. Students will not be permitted to enter the building until 9:10 as no supervisory coverage is available until then.**

Arrival

Supervisory coverage is not provided before 9:10 AM; therefore, children being driven to school should not arrive prior to that time. Students who arrive to school after **9:15 AM** should sign in at the Main Office and receive a late pass to bring to their classroom teacher. **A parent drop-off loop has been established in the parking lot to the right of the flagpole.** This point has been created to insure the safe arrival of children at school. When visiting, please park in the lined parking lot spaces. **Do not park directly in front of the building. This area is reserved for school buses and emergency vehicles only AT ALL TIMES.**

Dismissal

Without a note stating otherwise, all children will ride their assigned buses. For changes in your child's dismissal instructions, please send your child to school with a note. Teachers are instructed that under no circumstances is a child to leave with any adult unless a permission slip has been approved by the office. Students going home with other students for a play date must come to school with a bus note. **Changes to dismissal will not be accepted after 12 NOON and MUST BE IN WRITING (via email or fax).** **Please do not call the school with dismissal changes unless it is an emergency.** When picking up children at dismissal time, please park in the parking adjacent to the gym, enter through the door nearest to the gym where you will be asked to sign out your child. Please follow signs and drive straight through the lot, then make a right and the correct parking lot is to your immediate left. ***Please do not drive behind busses.*** Pick-ups are dismissed at 3:33 PM and will join you there by 3:40 PM. This procedure is organized to provide a safe and secure environment for the children and alleviate pedestrian traffic around the buses and congestion in the hallway and at the front entrance. In those cases where students may walk or ride bicycles to school, please send a permission slip to the teacher and clearly indicate whether this permission is for one day only or the entire year. Those students will be dismissed through the gymnasium and will exit the parking lot onto Deep Well Farms Road.

CCC

CCC will take place every morning from 8:00 AM until 9:10 AM in the Cafeteria. CCC is also provided in the afternoons from 3:45 PM until 6:30 PM. Students who attend CCC will be dismissed to the Cafeteria from their class at approximately 3:33 PM.

Absence

Regular attendance and punctuality in arriving at school are essential for a child to make continuous progress and to feel part of his/her classroom community. **PLEASE CALL THE SCHOOL AT 763-7950 EVERY DAY YOUR CHILD WILL BE ABSENT FROM SCHOOL - FOR ANY REASON.** As required by NYS, a **written note** must accompany the child on the first day upon his/her return to school. **Students should have a homework buddy to bring home work during a brief absence.** If your child will be absent for several days, please feel free to call the school **in the morning** to arrange for work to be sent home.

BUILDING SECURITY

Security of Doors Before and After School Hours:

All doors must remain locked at all times, with the exception to the front door, which is designated as the single point of entry to the building. All staff members should enter through the main door and sign in when they arrive. If entering using one of the other key pad entrances, sign in should still be completed by 8:45 A.M.

Security of Doors during School Hours:

All doors must remain locked at all times during the school day. Once students have arrived and buses have left, the front door will remain locked. Visitors must request entry by providing identification to the Security Greeter located in the inner vestibule. Once the visitor has provided identification, they will be given a visitor's pass and be buzzed into the building. Visitors are asked to stay in the area that is indicated on their visitor's pass. All visitors should return their visitor's passes to the Security Greeter before exiting the vestibule.

Classroom doors and cafeteria courtyard doors can be opened for ventilation purposes at any time during the day, when within "eye view" of a staff member.

Double doors in the courtyard nearest to C and B wings, the double door nearest to the speech room and end wing doors will not be opened for ventilation; however windows at the ends of the wings can be used for ventilation purposes when within "eye view" of a staff member.

BUS REGULATIONS AND SAFETY

Bus assignments, pick-up times, and locations are mailed to parents late in August. Questions regarding bus assignments should be directed to the District Transportation Department at 763-7232. Parents need to send notes to the school office with children who will not go home in the usual manner. Please include the child's full name, teacher's name and grade on all bus or pick-up notes. Also, please send separate bus/pick-up notes for each child. **Without a note or an emergency telephone call accompanied by a fax or email, all children will ride their assigned bus.** Teachers are instructed that under no circumstances is a child to leave the school with any adult unless a permission slip has been approved by the office. Permanent change of bus or pick up point requires permission from the principal with consultation of the transportation department.

Please review the following transportation guidelines with your children:

- Leave home early enough to arrive at the bus stop on time.
- Wait in a safe place. Keep off the roads and highways.
- Watch traffic. Walk, do not run, to and from the bus.
- Respect the rights of nearby property owners.
- Remain in your seat and use inside voices while the bus is in motion. Changing of seats during the ride or between stops is not permitted.
- Always keep your head and arms inside the school bus.

- Be courteous to your driver and other passengers. Disruptions on the bus can cause accidents in which everyone on the bus can be harmed. Bus privileges may be suspended if this guideline is violated.
- Help keep the bus clean. There is no eating or drinking on the bus. It, too, is part of our environment.
- Destruction of bus seats or other equipment will not be tolerated. In addition to being charged for the damage, those responsible may have bus riding privileges suspended.
- Be alert to traffic as you get off the bus. Wait for the bus driver's signal when crossing and walk ten feet in front of the bus so that the bus driver can see you.

DELAYED OPENINGS/CLOSINGS

The school district uses an automated telephone system that informs parents and staff of school delays and/or closings. In such situations, your home telephone number will be called and an appropriate message conveyed. You may also telephone the district hot-line number at 763-7000, visit the District web-site at www.klschools.org, or tune into TV Cable News Channel 12.

Please note: During a delayed opening, all buses will arrive at their designated stops approximately two or three hours after their normal pick-up times based on the announced delay.

EARLY CLOSINGS

There may be times during the year that the school must close early due to unexpected situations. These may include dangerous weather conditions (heavy snow, projected hurricanes, iced roadways, etc.) or unsafe conditions at the school (fire, lack of heat, etc.). During these times, the school's Early Closing Plan will be put into effect. If a change needs to be made to your child/children's dismissal plan, this can be done through the parent portal. Please be sure this information is kept current.

In case of an unscheduled early closing or emergency dismissal, the school district's automated telephone system (Connect ED) will telephone your home number. These calls will be placed simultaneously. The plan calls for each child's family (or responsible party) to be contacted to alert them of the early dismissal. **Parents must make every effort to include phone contact numbers where a responsible adult can be reached. These are courtesy calls only.** The following will occur:

Grade K

In an unscheduled early closing, no kindergarten child will be let off the bus at their designated stop unless a parent or authorized person is there to receive them. If no one is present to receive them, these kindergarten children will be brought back to the main office at school or will be taken to another facility if the building is an unsafe place to stay. Parents will be notified and arrangements must be made by them as to who will come and pick up the child.

Grades 1-5

All children will be sent home as directed on the “Elementary School Emergency Information Form”, regardless if contact was successfully made. Contact will be attempted for every child.

*We respectfully ask that all parents abide by the plan they submitted at the beginning of the school year. Updates to the plan can always be made during the course of regular business hours throughout the year, but **changes should not be made on the very day of the unscheduled early closing/emergency dismissal.***

Last minute “call-ins” jam the office phones and we simply cannot handle making changes in an effective manner.

***REMEMBER THAT BUS NOTES ARE NOT HONORED ON SUCH DAYS. ***

ITEMS FROM HOME

Students are not permitted to bring any items of value from home to school. This includes, but is not limited to electronic devices such as cell phones, handheld electronic games, personal TVs, recorders, and music players. Students are not permitted to use a cell phone at school or on the school bus. Under certain circumstances, Kindles, Nooks, iPads and other educational devices may be permitted for students in grades 4 and 5 for use as e-readers. Use of these devices must be for educational purposes with the consent of the student's teacher. *See Article 5695 from the District Code of Conduct regarding students and personal electronic devices.*

Students are prohibited from bringing in dangerous and distracting items.

In accordance with Westchester County Department of Health recommendations, no one is permitted to bring animals of any kind of school premises. Exceptions are made when a nature center or animal specialist visits the classroom.

The school is not responsible for lost, broken, or stolen personal property. Should a student bring in a prohibited item, the item may be confiscated and appropriate disciplinary actions will follow.

****Please note that neither the school nor school district is responsible for lost or stolen items.****

EMERGENCY EVACUATION

In a rare emergency, the school may have to conduct an emergency evacuation. In such instances, our automated phone system will notify you of the plan to send your child/children home. The phone system will call through the series of numbers that you have provided on through the parent portal. It is therefore essential that the information that you provide on your form be accurate and updated, as necessary throughout the school year. It is also imperative that you inform all contact persons that you have provided their name and number so that someone is available to receive your child in the case of this type of emergency.

EMERGENCY SHELTERING IN PLACE

In the event of danger posed by airborne contaminants or other potential danger, the school will implement our “Shelter in Place” emergency plan, and go into a “Lockout” mode. Under this condition, no individual will be allowed to enter or exit the building. Students will be housed in the classroom or in case of airborne contaminants, in the gymnasium and doors and windows will be sealed, until we receive an “all clear” notice.

CAFETERIA

Our lunch program offers a wide array of hot lunch and ala carte menu items. A monthly menu is posted on the district’s web-site. The lunch program offers an optional automated system of payment that enables parents to fund student accounts and/or monitor student purchases. Money can be designated for lunches only or for snacks as well. Each child in the district grades K-12 is provided with a MealPay ID and is required to use it when making a purchase of any kind in the cafeteria. This MealPay ID number will remain the same throughout their school career. New students and incoming first graders will receive this MealPay ID number in the summer mailing packet. Should you have any questions regarding how the system works or if you have misplaced your child’s MealPay ID number, please call Mrs. Maureen Jones at the Katonah-Lewisboro Technology Department at 763-7005. Of course, students can also choose to bring their own lunch to school.

COMMUNICATION

Communication and collaboration go hand in hand. If you have a question or concern, or wish to clarify an issue, please call the school or send in a note. Problems or concerns should be addressed first at the level of authority most directly affected. So for example, a classroom issue should be brought to the attention of the teacher. If the problem/concern is not addressed, or if no attempt has been made to achieve resolution of the problem within a reasonable amount of time, it should then be brought to the attention of the next highest level of authority.

The chain of communication is 1) classroom teacher; 2) assistant principal, principal or their designee who may involve other support personnel; 3) assistant superintendent or superintendent; 4) Board of Education.

Two-way communication is a priority. Informal Coffees with the Principal are scheduled throughout the year, sometimes preceding PTA meetings. Newsletters are posted on the website along with email addresses of school administrators. Coffees and other forums are directed toward creating an open dialogue for discussions regarding educational issues, defining goals, formulating policy, and implementing and assessing activities to help students reach standards of excellence and enjoy their elementary school experience.

In an effort to be sustainable, the number of papers/messages on paper will be limited. Please check our school website for important information. A limited amount of “Backpack Mail” will go home each Thursday in the form of paper messages/permission slips, etc.

CURRICULUM

All curricula adhere to the New York State Department of Education guidelines and are enriched to meet both the collective and individual needs of students in the building. Our curriculum has been realigned to adhere to Common Core Learning Standards for ELA and Mathematics. [A grade-level curriculum guide outline is posted on the district's website.](#)

Art

Our art program stimulates imagination, encourages creativity and promotes growth by exploring the use of a wide range of media, materials and techniques in a sequential and developmentally appropriate way. Students are introduced to drawing, painting, colors, sculpture, design, composition and art appreciation. Grade level projects are often inspired by the general curriculum and are displayed throughout the school for everyone to celebrate and enjoy.

Computers & Technology

Students are taught the fundamentals of the computer and have the opportunity to enhance and apply their skills at each grade level. Meadow Pond is equipped with a networked computer lab with Internet access using Pentium computers so that each student has an opportunity to work individually with a computer. The school library is automated and has several Pentium computers with Internet access available for research. Grades K, 1 and 2 have two (2) computers, including the teacher workstation. Grades 3 and 4 have three (3) computers, including the teacher workstation and grade 5 has five (5) computers, including the teacher workstation. In addition to the computers that are available in the classroom, all student classes grades K-5 have opportunities to sign up for the computer lab each week. We also have several carts of laptops for student use as well as iPads, and each classroom has a presentation station. Thanks to our PTA, we now have 2 LCD screens in the cafeteria and one in the main hallway where students, staff, parents and visitors can see the happenings at Meadow Pond, view important announcements, check the weather and more! There are also document cameras that teachers use throughout the building. Technology is an important part of student learning.

As recipients of Katonah-Lewisboro Foundation and New York State Assembly grants, Meadow Pond has established a television studio that is able to transmit video productions to all classrooms. We use this resource to communicate the Meadow Pond Live morning announcements and share special projects.

Language Arts

Our curriculum has been aligned to the new CCLS with a greater emphasis on informational text. In conjunction with our balanced literacy program, we also integrate children's literature, poetry, speaking and listening skills, and foster the development of lifelong reading and writing skills. We have partnered with Teachers College to support our writing program. Our teachers and students work with a consultant several times during the year and we use TC materials and resources. Beginning in the early grades, our program incorporates phonemic awareness, word work and comprehension skills. As vocabulary builds, trade books are introduced. In addition to reading workshops, children are involved in writer's workshops that promote the development of related skills including editing and revision techniques. Literacy permeates much of what students do at school including the work done in other curricular areas. Our PTA and classroom teachers support

and celebrate this work through various methods that enable each child to publish and share his/her writing.

Mathematics

On June 2, 2016, the Board of Education adopted the enVision Math 2.0 Program, by Scott Foresman and Addison Wesley, Pearson Publishing, for grades K-6 to reflect the CCLS. It emphasizes the application of knowledge and skills to solve problems. Children are encouraged to develop an understanding of concepts through the use of manipulatives and conversations about Math. Topics such as numbers, operations, probability, statistics, geometry and measurement are explored and form the core of the program.

Music

In music class, children experience playing and reading music and singing in harmony. Playing the recorder is taught in third grade. Optional instrumental music lessons are offered once a week beginning in fourth grade (instrumental and band instruments). Students in the instrumental program who qualify have the opportunity to perform in band and orchestra. Instruments are not provided by the school but rental/purchase of instruments can be arranged with independent music stores.

The Katonah-Lewisboro School District provides many excellent performance opportunities for our students. As a member of the New York State Student Music Association (NYSSMA), and its County unit, the Westchester County School Music Association (WCSMA), we often have students participate in NYSSMA/WCSMA sponsored solo and ensemble festivals. We are in compliance with the provision dealing with student participation. NYSSMA rules state that “An applicant/participant must be a participating member of his/her school music organization at the time of audition and at the time of the applicant’s membership in the Conference/Area All State organization. Participation is defined as a minimum of 50% attendance and practice at in-school rehearsals where such rehearsals are offered and at all concert performances with this same organization.” WCSMA rules further state, “They must be a member in good standing of the school organization which corresponds to the WCSMA organization for which they are auditioning.” This means that crossovers are not allowed. (For example, a student who is a member of the school choral or band program, but not the orchestra, *may not* audition on violin.)

Physical Education

The physical education curriculum promotes physical fitness (both cardiovascular and muscular skeletal), communication, cooperation, risk taking, safety, self-initiation, leadership, trust and the respect of self and others. These skills are developed through individual, cooperative, and competitive activities. Sneakers are required in gym. **Sneakers must be lace-up or Velcro. For safety reasons, slip-ons of any kind will not be allowed.**

All students are expected to wear pants or shorts on gym days. (Shorts can be slipped on before class.) If a child cannot participate in gym for medical reasons, a written note, signed by the physician, must be given to the nurse. The note must state when the child may resume physical activities. Students will participate in PE 3 times a week for 45 minutes. **Students who are excused from gym will not be permitted to participate in active recess. Students may not decide for themselves whether or not they will participate.**

Science

Our science program STC, Science Technology Concepts uses a hands-on inquiry based learning approach and incorporates lessons in Life Science, Earth Science and Physical Science. The expectation is that mastery in these areas will promote an understanding of the ways in which things work and a lifelong use of scientific problem solving strategies. This program supports an increased emphasis on science and inquiry based learning.

Social Studies

Our district social studies goal is to engage students in inquiry based learning by combining resources provided through BOCES Engage NY and our recently adopted TCI – “Teacher’s Curriculum Institute” program in order to promote and enhance engagement and student achievement. The framework is anchored in the NYS CCLS for literacy and writing and NYS Learning Standards for Social Studies. The social studies framework focuses on conceptual understanding, fosters student inquiry, collaboration and informed action, while integrating content and skills purposefully. Children will gather, interpret and use evidence. Children will use chronological reasoning and causation, compare and contextualize, engage in geographic reasoning and study economic systems while engaging in civic participation. We have developed Inquiries for each grade level and are implemented district wide.

SPECIAL PROGRAMS

RtI Team

The Response to Intervention (RtI) Team may include or consult with the resource room teacher, developmental reading teacher, interventionist, school nurse, principal or assistant principal, classroom teacher, speech/language teacher, social worker, and school psychologist. The team meets on a regular basis to discuss the needs of children who are referred. The team develops recommendations to help with the child’s social and/or academic progress. Children may be referred to the RtI Team by teachers, administrators, support personnel or parents.

English Language Learners (ELL)

The “English as a Second Language” program is designed for non-English speaking children or children who have limited English proficiency. The program supports the classroom curriculum and expands students’ abilities to listen, speak, read, write and comprehend English. Communication skills are developed and practiced through a variety of experiences and in collaboration with the classroom teacher.

Psychological Services

A school psychologist is available at Meadow Pond School for consultation, testing, and short-term educational behavioral counseling. The school psychologist is an integral part of the RtI Team.

Social Services

The school social worker can be called upon to serve as a liaison between school and home in order to establish and maintain a cooperative working relationship. Social workers can provide student counseling and family support services when the RtI or CSE deem them to be necessary.

RtI (Reading, Writing and Math)

All students in grades K-5 will be benchmarked in Reading and Math in the fall, winter and spring to identify students who may need additional support in the area of reading and/or math. Benchmarking results are only one of the criteria used to make this determination. The RtI program provides additional instruction for children who are having some difficulty in reading and/or math. The children meet with a interventionist in small groups on a regular basis in order to improve skills and develop strategies so that they may perform more successfully in the general education classroom. The program is coordinated with the child's regular classroom instruction and helps to develop a lifelong interest in learning.

SPECIAL EDUCATION SERVICES

If your school-age child is having difficulties in school, we suggest that you first talk to his or her teacher about your concerns. Our schools offer Intervention Plans under the District Response to Intervention Services program for students within regular education that are not making expected progress. Interventions may include counseling services, speech and language improvement services, curriculum and instructional modifications and RtI in the areas of Math and English Language Arts. If the Intervention Services Plan does not result in progress in the area of concern, you may wish to consider referring your child to the Committee on Special Education to rule out whether your child may have a disability which affects his or her learning. You may make a referral (a written statement documenting your concerns) to the Committee on Special Education by writing or contacting Cindy Greenberg, Supervisor, K-5 Elementary Special Education or Catherine McNulty, 6-12 Secondary Special Education Supervisor, Office of Special Services, PO Box 387, Katonah, NY 10536, to obtain a comprehensive evaluation, at district expense, of your child's learning needs. More information about special education services can be obtained via the following link: "Special Education Services in NY Ages 3-21 A Parents Guide" <http://www.p12.nysed.gov/specialed/publications/policy/parentguide.htm#InRef>.

Katonah-Lewisboro Special Education Parent Teacher Organization (SEPTO)

Parents of children involved in any aspect of Special Services provided by the Katonah-Lewisboro school district are encouraged to become part of the Katonah-Lewisboro Special Education Parent Teacher Organization (SEPTO). If your child is a classified student, is being considered for special services, or receives extra help through the resource program or speech and language program, you may wish to be a part of the Katonah-Lewisboro Special Education PTA. SEPTO is a support group for parents, providing information on the educational needs of children and a network for addressing questions and concerns parents have. SEPTO sponsors bi-monthly meetings, library resources, and a parent support network. A schedule and description of the meetings will be announced. All are welcome. For information call 763-7024. E-mail: SEPTO@ATT.Net

2018 - 2019 SEPTO Officers

Co-President, Lori McQuade, copres1@klsepto.org

Co-President, Teryn Kendall, copres2@klsepto.org

Vice President-Events, Stacy Dell Orto, vpevents@klsepto.org

Treasurer, Michelle Christie, treasurer@klsepto.org

Secretary, Rebecca Purnick, secretary@klsepto.org

Differences Day Chair, Michelle Christie, differencesday@klsepto.org

*MPES Representative, Lori McQuade lorimcquade@gmail.com
WEBmaster, Lori McQuade, webmaster@klsepto.org*

Resource Room

The resource program is a supplemental, supportive special education program for students in the elementary grades who are experiencing difficulty. The focus of resource is to provide support in which students with learning problems develop better self-esteem, greater self-confidence, and greater ability to compensate for their academic weaknesses. Entrance into the program is determined by specific criteria based on a diagnostic evaluation. It is coordinated by the building Response to Intervention Team after a referral has been made by a parent, teacher, or both to the CSE Committee on Special Education. Working with the classroom teacher, RtI and CSE members, the resource teacher may design and implement a program to improve each of his/her student's academic skill performance. The resource teacher then provides the student with a specific individualized program that is designed for working either one-on-one or in a small group.

Speech and Language

The speech and language pathologist screens all kindergarten children and new entrants to Meadow Pond School for speech and language disorders. Throughout the year, children exhibiting possible speech and/or language difficulties are referred by the RtI, or the Committee for Special Education for diagnostic evaluation. Children who require speech and/or language therapy, as determined by the district's entrance criteria, are provided with therapy during the school day.

PROGRESS REPORTS

Progress reports are issued three times a year, generally November, March, and June. Specific dates can be found in the district calendar on the web-site. Interim reports are issued approximately six weeks into each trimester. Reports from the special areas (Art, Music and Physical Education) are distributed twice a year, first with the interims at about mid-year, and second at the end of June.

MEDICAL

Illness

A student should be fever free (temperature under 100° F) for 24 hours before returning to school following an illness. A student suffering from diarrhea; persistent cough; large amount of congestion or nasal discharge should not attend school until symptoms resolve. A student with purulent discharge from eyes or dried discharge upon awakening, tearing and redness of the white of the eye needs treatment before admission to school. Please consult your physician.

Special Health Needs

The nurse should be informed of any special health history that might be significant in the school setting, for example: asthma, allergies, heart condition, vision or hearing problems, injuries, surgery performed or being planned, etc.

Physical Education Excuses

Students unable to participate in PE must bring a note from home signed by a parent/guardian stating the reason for not participating. If more than two consecutive gym classes will be missed because your child has sustained an injury or has been diagnosed with a significant illness, a note from a physician is required.

Medication

New York State Law prohibits the administration of any medication during school hours without doctor's orders. If your child needs to take medication during the school day, please contact the Health Office for a medication form to be completed by both physician and parent. The medicine must be brought to school in its original labeled container by a parent or guardian and should **not** be transported on the school bus. Please note that cough drops are a choking hazard and do not belong in school.

Physicals and Immunizations

To be sure that your child's enrollment in school will go smoothly, it is important that you understand the New York State requirements pertaining to immunizations that your child will need prior to enrollment.

DTaP	4-5 doses with final dose after 4 years of age
Polio	3-4 doses with final dose after 4 years of age
MMR	2 doses
Hepatitis B	3 doses
Varicella	2 doses

It is important that parents understand that kindergarten students will not be allowed to attend class until all public health requirements have been met.

Health Screening

Vision and hearing tests are given annually to all students. If a child fails to meet the New York State screening guidelines criteria, the nurse notifies the parent and a written referral is sent recommending a professional evaluation. If the screening is passed, parents are not notified, but all parents are welcome to call the nurse for their child's screening results. Scoliosis screening is performed on 5th grade students.

Health Emergency Form

Health Emergency Forms were mailed home to each student in July to be completed by a parent/guardian. This form must indicate the telephone numbers where both parents can be reached as well as phone numbers for two alternate emergency contacts. These individuals should be aware that they are chosen alternates. If possible, they should be in close proximity to the school. The school will use these telephone numbers in the event a student is taken ill or injured at school. **Please keep the emergency information on file at school current!** The school nurse should be notified if a home, cell or business telephone number changes.

Acquired Immune Deficiency Syndrome (AIDS)

Students and staff members (including volunteers) diagnosed as having AIDS shall be evaluated according to the guidelines published by the U.S. Public Health Service and the New York State Department of Health. In applying these guidelines, specific procedures shall be observed. For complete details, please consult the District Policy Handbook, Rules and Regulations for Acquired Immune Deficiency Syndrome (AIDS), Section 9110.4R, available through the school or district office.

COMPACT FOR LEARNING

The Commissioner of Education's regulation 100.11 mandates that all school districts must develop and adopt a plan for the participation of parents and teachers with administrators in school-based planning and shared decision making. This plan is referred to as "The Participation Plan" and is part of the State's "New Compact for Learning". The Compact for Learning is a conceptual context and framework for local school district initiative. In recent years the Compact Team has been instrumental in arranging for author visits to the school, has supported student exposure to diversity through music and dance and has also supported a forum for teachers and parents to discuss homework and how we can best assist our students.

COMPACT TEAM

The Meadow Pond School Compact Team (SCT) includes the principal plus three (3) parents, three (3) teachers, and one (1) support staff member, each selected by his/her representative constituency by way of a process developed by that constituency. This decision making group meets in open session on a regular basis to address issues related to improving student educational outcomes. Meeting times are posted on the school's website and the PTA website. The PTA holds an annual election for the PTA board, whereby nominations are accepted through a nominating committee in addition to self-nominated "at large" candidates. This election takes place in the spring of each year.

DISCIPLINE

Our desired goal with students is the attainment of self-discipline. Taking responsibility for his/her own behavior is a child's first step. The child, the parent, and the school need to work together to develop and nurture this important skill. Parents are notified if behavior becomes disruptive at the school or on the bus. The school district has adopted "The Katonah-Lewisboro School District Code of Conduct." It is important to note that the District Code of Conduct includes information about the Dignity for All Students Act and our Bullying Policy which is included in the Appendix of that document. It clearly defines bullying, harassment, and types of electronic bullying and/or behaviors that are prohibited and for which there are consequences. Please refer to that Appendix for additional information. You will also find information regarding the possession and use of personal electronic devices. In addition, the district character education committee comprised of faculty and parents, also developed an elementary wide "Be Your Best" Code of Conduct, which is sent home back-pack mail to each family at the beginning of the school year. Please be sure to read and discuss that booklet with your child and return the signature sheet to school as soon as possible. We want to encourage positive interactions and discourage negative ones. By working together, we can accomplish these important goals.

STUDENTS AND PERSONAL ELECTRONIC DEVICES

The Board of Education recognizes that personal electronic devices can be used to enhance the student learning experience and create additional instructional opportunities.

Use of electronic devices on school grounds during school hours and on buses and during school sponsored field trips is subject to the discretion of the building Principal or his or her designee as outlined in the Code of Conduct or Building Handbooks. Appropriate use of electronic devices at the elementary and secondary levels will be reviewed and communicated annually by appropriate administration. Use of personal electronic devices which disrupt the District's basic educational mission or which interfere with the computer networks, telecommunications, or any District device, program or system is prohibited.

Misuse of any personal electronic device may result in its confiscation until the end of the school day as outlined in the Code of Conduct or Building Handbooks. Some uses of personal electronic devices constitute violation of the school district Code of Conduct and in some instances, the law. The District will cooperate with law enforcement officials as appropriate.

ITEMS FROM HOME

Students are not permitted to bring any items of value from home to school. This includes, but is not limited to electronic devices such as cell phones, handheld electronic games, personal TVs, recorders, and music players. Students are not permitted to use a cell phone at school or on the school bus. Under certain circumstances, Kindles, Nooks, iPads and other educational devices may be permitted for students in grades 4 and 5 for use as e-readers. Use of these devices must be for educational purposes with the consent of the student's teacher. *See Article 5695 from the District Code of Conduct regarding students and personal electronic devices.*

Students are prohibited from bringing in dangerous and distracting items.

In accordance with Westchester County Department of Health recommendations, no one is permitted to bring animals of any kind of school premises. Exceptions are made when a nature center or animal specialist visits the classroom.

The school is not responsible for lost, broken, or stolen personal property. Should a student bring in a prohibited item, the item may be confiscated and appropriate disciplinary actions will follow.

****Please note that neither the school nor school district is responsible for lost or stolen items.****

The district is not responsible for stolen, lost or damaged personal electronic devices.

DRESS CODE

It is important for the home and school to work together to see that children are properly dressed for present or predicted weather. Our school physician has advised us that if the temperature is less than or equal to 40 degrees, students should not be able to participate in outdoor recess if they are wearing short sleeved, sleeveless shirts or shorts. Proper waterproof wear is extremely important during bad weather. Umbrellas can be dangerous on the bus and are therefore discouraged. General grooming and appearance should not be extreme or distracting. Caps and/or hats should not be worn in the school building. Lace-up or Velcro sneakers are required in physical education classes, and a smock or old shirt is needed in some art classes. For a detailed description of the K-L student dress code, refer to the district “Code of Conduct”, which is mailed home to you each year from the District Office.

ENRICHMENT

Every student has access to enrichment opportunities within his/her classroom. All activities are designed to promote higher order thinking skills, including problem-solving. In mathematics, there are opportunities for extension work, and the approach is supported by the classroom teacher.

FIELD TRIPS

There are a variety of school trips that take place throughout the year designed with the primary purpose of enriching the regular school curriculum. All field trips are a special learning experience that your child shares with his/her classmates and teachers. With this in mind, it is suggested that spending money for souvenirs be limited.

Teachers may carry authorized medication for students on field trips but are not permitted to dispense medication. Students may self-administer medication with a doctor’s permission. Medication that is required to be administered by an adult must be handled by a chaperone. Parents whose children require administration of medication must attend the trip or arrangements must be made to administer the medication.

HOMEWORK

The concept of homework includes not only practice in the skill subjects, but also assisted television viewing, short and long-range projects and recreational reading.

Each teacher determines the types of assignments to be given. Such needs are individual and your child’s assignment may not be the same as that of another. Homework is the responsibility of the child. Parents should provide a place and a time for study, but the child should do the assignment with, perhaps, occasional help from parents. It is not expected that the parent “teach” the child new skills or techniques. If your child consistently does not seem to understand what to do or how to do the work, we urge you to contact the teacher by writing a note or calling the school as soon as possible.

The general time guideline for daily homework assignments is 10 minutes times the grade level (10 minutes of homework daily for first graders, 20 minutes for second graders, etc.). If a child routinely spends more time than is suggested for his or her grade level, parents should contact the teacher. Please remember that these are suggested guidelines. Teachers may choose to give assignments for projects that require more concentrated blocks of time or long-term planning. In addition, students are encouraged to read for pleasure each day.

At times during the year, we get requests for homework assignments because children are ill or because they are expected to join their families on vacation. We make a real effort to provide assignments for those with health problems that lead to long term absence from school. However, when parents voluntarily and illegally take children out of school, teachers should not be asked to provide assignments.

Do not be misled into believing that an out of school assignment is the equivalent of school attendance. Although children may be able to superficially go through academic exercises that keep them up to the same pages as the rest of their classmates, education is far more than assignments to be written, pages to be read, and facts to be memorized. Interactions with classmates and teachers cannot be easily replaced.

While school is not easy, it is an inviting place for most children. They can learn, laugh, compete, cooperate, help, play and relax. They experience their own feelings as well as the feelings of others. Although written tests do not normally evaluate these experiences, they are very important factors in every day school life.

KINDERGARTEN

Children who will be five years of age by December 1st of the calendar year in which they enter school are eligible for kindergarten. Parents will be notified through the press and school publications of the dates and time of registration. When registering, proof of birth date and immunization records must be submitted as well as two proofs of residency. The law requires that all children entering school must have a physical examination and be immunized. (Please refer to the **Medical** section.) The district believes its program meets the developmental needs of most kindergarten age children. Kindergarten children are screened by the school nurse, speech therapist, classroom teacher and a school psychologist in May/June. This process helps to identify the child's individual strengths and needs.

LIBRARY/MEDIA CENTER

While children are encouraged to use the library independently at all times, a love and an appreciation for literature as well as basic research and study skills are developed during regularly scheduled library classes. Additional visits to the library and computer lab are made at the discretion of your child's classroom teacher. The loan period for library materials is two weeks. Books may be renewed for another two weeks. Reminders of overdue materials are sent periodically to students. Your cooperation in seeing that materials are returned at the appropriate time is appreciated.

LOST AND FOUND

Parents are urged to mark all articles with nametags or indelible ink. Found items will be kept for a limited time on the clothing rack opposite the cafeteria. Items can be viewed periodically on the Meadow Pond PTA website. Items not claimed by winter break or by the end of the school year will be donated to a local charity.

RECESS/LUNCH SCHEDULE

Classes from kindergarten through fifth grades are scheduled for fifty minute recess/lunch periods and are supervised by adult cafeteria monitors. They will have 25 minutes for lunch and 25 minutes for recess. Students who have lunch first followed by recess will switch on or about February 4th.

Recess/Lunch Schedule is as follows for September 5, 2018 – February 1, 2019
Lunch/recess will flip on February 4, 2019

	K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5
	11:15-12:05	11:15-12:05	12:10-1:00	12:10-1:00	1:05-1:55	1:05-1:55
11:15-11:40	Lunch	Recess				
11:40-12:05	Recess	Lunch				
12:10-12:35			Lunch	Recess		
12:35-1:00			Recess	Lunch		
1:05-1:30					Lunch	Recess
1:30-1:55					Recess	Lunch

PTA

The Meadow Pond PTA is a group of parents, teachers, and administrators that strive to increase communication between home and school and to work cooperatively towards enhancing the educational experience of all our children. The PTA website includes information about the committees and events which result from this cooperation.

PTA meeting dates are listed in the school calendar. In addition, reminders are sent home via the internet through "Max Mail". Parents and teachers are encouraged to attend and participate in the meetings. Please feel free to contact any member of the PTA Executive Board if you have any questions.

CURRENT PTA EXECUTIVE BOARD MEMBERS:

President	Monica DiMatteo	meadowpondpta@gmail.com
Vp1	Veronica Skrelja	vpmeadowpondpta@gmail.com
Vp2	Megan D'Aleo	Vpmeadowpondpta2@gmail.com
Treasurer	Melissa LeSauvage	mpes.pta.treasurer@gmail.com
Secretary	Katja Schneidermesser	mpes.pta.secretary@gmail.com

PARENT-TEACHER CONFERENCES

Communication between home and school is vital to the success of your child's education. Regularly scheduled conferences, both afternoon and evening, are held in November. Appointments can be made for these meetings online. Instructions for signing up will be sent prior to November. In addition, if there is a question or concern that comes up throughout the year, call the school to set up an appointment with your child's teacher or other appropriate faculty member.

RECESS

Children are expected to go outside at recess unless the weather is extreme or the nurse has received a note from a child's parent or physician stating otherwise. Children who have a medical excuse that excludes them from physical education class, (Physician note on file in the Health Office) will also be excluded from active recess.

Please be certain your child comes to school in clothing that is appropriate for outdoor play. If the temperature is less than or equal to 40 degrees, students will not be able to participate in outdoor recess if they are wearing short sleeved shirts or shorts. If there is snow on the ground, students must be appropriately dressed with hats, gloves and boots and snow pants in order to play outside in the snow. If the weather does not permit outdoor recess, the children play indoors for more contained social activities. The following rules apply during recess periods. The rules that apply are outlined in our "Code of Conduct" and parents are encouraged to review them with their child/children.

- Treat each other with respect.
- Use equipment properly.
- Line up to come in when signaled.
- Keep away from trees, plants, and flowers.
- Physical contact sports are not allowed.
- Student are not permitted to bring their own sporting equipment, i.e. balls, bats, etc.

REGISTRATION

Children of school age can register at any time during the school year with the registrar in the District Office. A registration form is completed, health records are examined to see that they are up to date, previous school records are requested, and each child goes through a screening procedure. The child must reside in the Meadow Pond School attendance area and parents must show proof of their child's age as well as his/her immunization records, current physical examination documentation and two proofs of residency. (Children must be 5 years of age on or before December 1st to enter Kindergarten.)

STANDARDIZED TESTING

There are a variety of tests that will be administered to students as they advance through the elementary grades in the Katonah-Lewisboro School District. These tests are useful in determining the general acquisition of knowledge made by a student at a given point in time. Trends in a child's academic achievement can be observed by comparing results on a year-to-year basis. Information is also provided for group comparisons with similar-aged students from suburban and national data. Test data is available to parents and can be discussed at any time by contacting your child's classroom teacher. The following is a list of standardized tests administered in our elementary schools.

<u>Grade</u>	<u>Test</u>	<u>Administration Date</u>
3, 4 & 5	NYS English Language Arts	April 2 nd – April 4 th
3, 4 & 5	NYS Mathematics	May 1 st – May 3 rd
4	NYS Science Performance Tests	May 22 nd and May 23 rd
4	NYS Science Written Tests	June 3 rd
	NYSESLAT Speaking, NYSESLAT Listening, Reading/Writing	April 8 th – May 17 th

TELEPHONE

For general information, call 763-7900. Each teacher is able to receive voice mail. Please leave your message and every attempt will be made to respond in a reasonable time, contingent on scheduling. Calls to and from children at school should be made only in case of an extreme emergency.

VISITORS AND PARENTS

ALL VISITORS SHOULD LEAVE MESSAGES, ASSIGNMENTS, LUNCHESES, ETC. AT THE FRONT OFFICE. THIS IS A SAFEGUARD FOR OUR CHILDREN AND OUR INSTRUCTIONAL PROGRAMS. Parents Should Not Walk Through The Building To Deliver Forgotten Items To Students Or To Visit During Lunch/Recess. This Is Disruptive To All Our Students.

Visitor/Parent Identification:

Nametags/visitor's passes are issued to all non-employees between the hours of 8:30 A.M. and 4:00 P.M. This procedure is to be used by all non-school employees going into the building beyond the office when children are in the building. Once students have arrived and buses have left, the front door will remain locked. Visitors must request entry by providing identification to the Security Greeter located in the inner vestibule. Once the visitor has provided identification, they will be given a visitor's pass and be buzzed into the building. All visitors should return their visitor's passes to the Security Greeter before exiting the vestibule.

Families visiting the school for activities and functions are responsible for the behavior of their children who are not being otherwise supervised. We ask that parents make sure that their children stay within the area designated for the activity/function, that noise and distractions are minimized, and that they are kept within close proximity at all times. This demonstrates consideration for each other and for our school facilities. We encourage parents to visit when invited to special class activities, but ask that you refrain from visiting at other times including lunch and recess. Please do not interrupt another classroom by taking a younger (or older) sibling to a special class activity. This can be disruptive to your child or others in his/her class. ***If the special event includes an invitation to siblings, prior permission must be given in writing 24 hours prior to event.***

WELLNESS

The Board of Education recognizes that physical activity, nutrition, and technology use can have an impact on health, wellness and academic achievement. The Board of Education is committed to the health and well-being of all students and fostering their health decision making in the long term. The district is also governed by State and Federal Regulations including the Healthy Hunger Free Kids Act that are reflected throughout this policy. The Board of Education adopts the following goals and authorized the following actions to provide district students with a school environment that promotes student health and wellness and reduces childhood obesity.

A "Wellness Policy" was adopted by the Board of Education in July of 2006 and has most recently been revised and adopted in May 2018. The policy, which was the product of the work of a District wide committee of parents, teachers, school nurses and school administrators, focuses on a variety of specific issues regarding nutrition and physical activity. This policy can be found on www.klschools.org under resources, "KLSD Policy Handbook" then "Policies" "5400 Student Welfare" for more information. The adoption of this policy (Policy 5405) guides how our food service operates and the choices that it offers. Our policies are routinely reviewed and may be

modified. Generally, we ask that you consider healthy daily snacks for your children, as well as healthy choices for birthday celebrations at school.